



**IDA LAILAH**



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## OBJECTIVE

I would like to challenge myself in sharing and learning experiences into a wider platform. The more I share, the more I learn.

## HOBBY

Reading

## EXPERIENCE

### **KINDERFIELD PRIMARY SCHOOL, CIREBON**

June 2011 – date

English Teacher

I accomplished the delivery of the school curriculum based on the allocated schedule.

### **MILLENNIUM & COPTHORNE HOTEL, ABU DHABI**

January 2001 – September 2001

Business Centre Secretary

I created the Business Centre Service Operating Procedures and Standard List, layout of Business Centre, equipment and assisted in the staffing process for the brand-new Millennium Hotel Business Centre.

### **HOTEL INTERCONTINENTAL, ABU DHABI**

November 1996 – December 2001

Business Centre and Front Office Secretary

I established the administrative and secretarial duties to all hotel guests/patrons as well as to Front Office Department.

## EDUCATION BACKGROUND

### **BACHELOR'S DEGREE, 29 JULY 2016**

Universitas Terbuka, Bandung, 2016

Self-Correspondence, Nadia Training Centre, Abu Dhabi, 1998

Secretarial Skills, Nadia Training Centre, Abu Dhabi, 1998

## AWARDS

The Most Liked Teacher, 2019

Students' and Parents' Choice Award, 2015

The Most Enthusiast Teacher Principal Award, 2015

Employee of the Month – Hotel InterContinental Hotel Abu Dhabi, 1995

## LEADERSHIP

Head of English Department 2018 – date

Cambridge International Examinations Officer February 2020 – date